United Nations ST/AI/2000/15

Secretariat

27 November 2000

# Administrative instruction

## Family visit travel*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of implementing staff rules 107.1 (a) (v) and (b) and 207.12, hereby promulgates the following:

### Section 1
### Eligibility

In accordance with staff rule 107.1 (a) (v) and (b), and staff rule 207.12, family visit travel expenses may be paid to:

(a) Staff members internationally recruited under staff rule 104.7 who serve and reside outside their home country;

(b) Staff members locally recruited under staff rule 104.6 when they are on mission assignment away from their parent duty station;

(c) Project personnel in intermediate or long-term status as defined by staff rule 200.2 (f) who serve and reside outside their home country,

when the conditions of the present instruction are met, provided neither the spouse nor any dependent child was present at the duty station or mission area during the preceding 12 months after travel at United Nations expense, except for education grant travel under the administrative instruction on education grant and special education grant.[1]

### Section 2
### Timing of travel

2.1 For staff members who are on a two-year home leave cycle, the staff member must have completed not less than one year of service at the duty station or at the mission after the initial appointment or assignment, or not less than nine months since departure on the last home leave travel. Family visit travel shall not be authorized in the calendar year in which the home leave falls due.

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* *Personnel Manual*, index No. 7030.

[1] ST/AI/1999/4.

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2.2 For staff members who are on a one-year home leave cycle, in accordance with the provisions of the administrative instruction on special entitlements for staff members serving at designated duty stations,[2] the staff member must have completed not less than six months of service at the duty station or with the mission after the initial appointment or assignment, or not less than 12 months since departure on the previous family visit travel. Family visit travel may be authorized in the same calendar year as home leave, provided a minimum interval of three months has elapsed since the date of return from the last home leave travel.

2.3 In all cases, authorization of family visit travel shall require a determination that the staff member's service with the Organization in a location other than the place of travel determined in accordance with section 3 below is expected to continue for at least six months beyond the date of return from the family visit travel.

**Section 3**
**Place of travel**

3.1 Family visit travel expenses of one round trip may be paid from the duty station or the mission area, as appropriate, to any one of the following places where at least one of the staff member's eligible family members normally resides:

(a) Place of recruitment;

(b) Place of home leave;

(c) Previous duty station or, in the case of special mission service, the parent duty station.

3.2 If a staff member wishes to visit his or her eligible family members at any other place, the travel may be approved, provided the travel expenses borne by the Organization do not exceed the costs that would have been payable for travel to the normal place of entitlement, as determined in accordance with section 3.1 above.

**Section 4**
**Conditions of entitlement**

4.1 Staff members travelling on a family visit shall spend no less than two weeks, exclusive of travel time, at the place of family visit travel authorized under section 3 above, and may be requested to furnish evidence satisfactory to the Secretary-General that this requirement has been met on return from family visit travel.

4.2 Staff members shall be granted travel time for the round trip family visit travel, which shall not exceed the travel time applicable to travel to and from the duty station or mission area and the place of family visit travel authorized under section 3.1. Except for such travel time, the leave involved shall be charged to annual leave.

4.3 A staff member may be required to undertake family visit travel in conjunction with travel on official business or change of duty station, due regard being given to the interests of the staff member and his or her family.

[2] ST/AI/2000/6.

**Section 5**
**Travel of spouse in lieu of family visit travel**

5.1 At the request of a staff member entitled to family visit travel under the provisions of the present instruction, travel of the staff member's spouse to visit the staff member may be authorized as an alternative family visit travel by the staff member, subject to any security restrictions as determined by the United Nations Security Coordinator.

5.2 Reimbursement of the cost of travel of the spouse shall be subject to the limit set out in section 3.2 and to the requirement that the spouse spend no less than two weeks at the duty station.

**Section 6**
**Final provisions**

6.1 The present instruction shall enter into force on 1 December 2000.

6.2 Administrative instruction ST/AI/215/Rev.1 of 8 October 1981 is hereby abolished.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management